



ADMINISTRATIVE OFFICE OF THE COURTS

CALIFORNIA COURT CASE MANAGEMENT SYSTEM
PROGRAM MANAGEMENT OFFICE

OCIO Recommendations – Progress Report

ID	Recommendation Summary	Complete	In-Progress
1	Consistent with SBX4 13 (Statutes of 2009), the AOC should submit IT project concepts with an estimated cost of \$5 million or more. The OCIO will review and analyze these concepts allowing the Judicial Branch to leverage IT efforts underway in Executive Branch agencies as well as benefit from a broader pool of experience and expertise.	✓	
2	The AOC and the CCMS project team should fully define, baseline, and document the extent to which the system will be deployed, and the timeline and resource requirements for the entire deployment phase.		✓
3	The AOC should enhance the project and contract management resources dedicated to the CCMS project to ensure the state's interests are being met by the vendor responsible for developing and implementing the system.		✓
4	The AOC should adopt a common methodology and tool set for project management across the Judicial Branch and use these to provide transparency into the project including costs.		✓
5	The governance plan for CCMS should be augmented to ensure the commitment of the county superior courts to adopt and use the system. To ensure efficient resource allocation, the governance plan should assess the business value of partial deployment of the system if total deployment is not feasible.		✓
6	The AOC and the CCMS project team should develop a well documented Concept of Operations and implement a Change Control Management solution that addresses quality and testing issues that is commensurate to the complexity of the CCMS product application stack.	✓	
7	The AOC should deploy CCMS V4 from a central data center.	✓	
8	The AOC should expand the scope of the Independent Verification and Validation (IV&V) and Oversight vendor's responsibility to include review of planning and management of post CCMS V4 development activities. All oversight reports should be publicly available.		✓
9	Exit criteria for Integration Testing and entrance criteria for Product Acceptance Testing should be developed, approved, and strictly adhered to.	✓	
10	Future releases of CCMS should include performance and stress testing during User Acceptance Testing (UAT) in the production environments prior to acceptance of the system.	✓	

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11	Courts using the CCTC should be given database access and the ability to build query reports just as counties that self-host have database access.		✓
12	Sacramento should be given priority status for the rollout of the CCMS-V4. Sacramento's critical functional issues should be given appropriate consideration for resolution in CCMS-V3.	✓	
13a	The AOC should determine which courts have DMS and factor the finding into the overall deployment plan.	✓	
13b	Factor DMS survey results into deployment plan.		✓
14	The AOC should develop a mitigation plan to address the staffing risk and determine how to staff the project for success, possibly by using court staff from beyond the six initial participants in CCMS.	✓	
15	The AOC should not accept or deploy the V4 system beyond the first county superior court in the pilot phase of the system deployment until it is fully operational and utilizing live data.	✓	
16	The CCMS project team should ensure that all system testing activities and procedures are adhered to and completed in the live environment prior to the start of the vendor warranty period.		✓
17	Success of the pilot installation should include testing of the original goals of the court processes, and justice partner and public access to data within the system.		✓
18	Final testing criteria should include data and image response time Service Level Agreements (SLAs) and the SLA should be understood by and agreed to by the courts. Metrics against these SLAs should be available to the courts and published on a regular basis.		✓
19	All testing should be complete and the system fully accepted before the vendor warranty period begins.	✓	
20	Prior to the pilot implementation, the AOC should develop a plan for transition of the system during the maintenance and operations period.	✓	